CAP System User Role Guide

This guide provides broad descriptions for user roles defined in the *CAP System*. The system is built to support a hierarchical user-based structure. This means that the improvement plan data users can access is based on their assigned role for a particular event. The user roles are generally determined by the finalized After Action Report/Improvement Plan (AAR/IP) for an event. However, users have the option of determining additional designees that may access the *CAP System* in a supporting role to assist with data upload or IP tracking.

Event Administering Agency (EAA): System user that is responsible for coordinating all preparedness exercises for a Federal agency.

> **EAA Designee:** System user that is invited to register for the *CAP System* by an EAA. Responsible for assisting the EAA in creating event records in the system. The EAA and EAA Designee can not add or modify recommendations or IPs; they are, however, responsible for tracking event IPs assigned to the EAA's Organization. The EAA Designee has all the functions of the EAA user.

State Administering Agency (SAA): System user that is responsible for coordinating all preparedness exercises for a single State. This user is the primary individual responsible for creating new events in the system. They also have access to all reporting functions.

> **SAA Designee:** System user that is invited to register for the *CAP System* by an SAA user. Responsible for assisting the SAA in creating event records in the system and tracking event IPs assigned to that State. The SAA Designee has all the functions of the SAA.

Event POC: System user that is the primary point of contact for an event. This is the primary user responsible for entering new event information, including the event IP, into the system. The Event POC is the only user that can post a finalized improvement plan to the system.

> **Event Designee:** System user that is invited to register for the *CAP System* by an Event POC. Responsible for assisting the Event POC in entering event information into the system and updating event IPs. Specifically, this user is responsible for assisting the Event POC enter AAR/IP recommendations and adding new corrective actions. Along with the Action Officer and Organization POC, they also have the ability to modify the assignment of corrective actions. The Event Designee is assigned to a specific event and has all the functions of the Event POC for that event.

Organization: A government agency (Federal, State, local, or tribal), private-sector organization, or non-governmental organization (NGO) that participated in an event and/or is responsible for one or more corrective actions that resulted from an event.

> **Organization POC:** System user that is the primary point of contact for an organization in the *CAP System*. An organization is represented functionally in the system by an Organization POC. System responsibilities include:
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> - Maintaining contact information for their organization;
> - Approving new user registrations for their organization;
> - Assigning corrective actions to action officers from their organization; and

- Maintaining a current list of system users from their organization.

Action Officer: The individual responsible for tracking the implementation status of a corrective action for an assigned organization. The Action Officer will track and update the implementation status for those corrective actions assigned to them. Specifically, this user is responsible for updating the details (e.g. status, timeline) for a particular corrective action assigned to them.

If you have any questions about the *CAP System* and defined user roles, please send an email to hseep@support.net.